DOCUMENT RESUME

ED 300 038 IR 052 535

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TITLE How To Use ERIC on CD-ROM. Revised .
INSTITUTION Bowling Green State Univ., Ohio. Libraries.
PUB DATE Apr 88
NOTE 4p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Libraries; Higher Education; *Menu Driven Software; Microcomputers; *Online Searching; Online Systems; *Optical Data Disks; *Reference Services; *Search Strategies; Users (Information)
IDENTIFIERS Dialog OnDisc; *ERIC

ABSTRACT

This guide provides step-by-step instructions for the end user for searching the ERIC database on CD-ROM using the Dialog OnDisc software. Topics include: (1) preparing for the search by analyzing the information need; (2) beginning the search and selecting a search option; (3) modifying the search; (4) displaying the records; (5) printing all records; (6) printing selected records; and (7) obtaining the text. (MES)

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HOW TO USE

ERIC ON CD-ROM

Bowling Green State University — Libraries and Learning Resources

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WHAT IS IT?

ERIC on compact disc is a computerized index to part of the ERIC database. You can search by subject, descriptor, author, etc. using a microcomputer. The ERIC database you search is stored on a compact disc and is "read" by a laser player.

WHAT INFORMATION IS CONTAINED ON THE DISC?

From 1980 to date:

1. References and abstracts to educational research reports and materials as listed in Resources in Education.
2. References and brief summaries of journal articles as listed in Current Index to Journals in Education.

HOW DOES IT WORK?

PREPARATION

Step 1 Analyze your information need into concept groups.
Example: I need research articles on evaluating K-12 grade teachers using peer evaluation.

Concept Group 1	Concept Group 2	Concept Group 3
teacher evaluation	peer evaluation	elementary-secondary

Step 2 Try to think of synonymous terms for the terms in each concept group. The yellow Thesaurus of ERIC Descriptors can help out.

BEGIN SEARCH

Step 1 Begin the search by highlighting "Begin a New Search" on the Main Activity Menu by using up and down arrow keys. Then press [↵ ENTER]. (Keep pressing ESC until you find a menu that contains "Begin a New Search.")

Step 2 Select a search option from the menu "Search Options." You can use the many help screens to better understand the search options by pressing [F1] .

SUMMARY OF SEARCH OPTIONS

1. WORD/PHRASE INDEX - provides access to terms listed in the Thesaurus of ERIC Descriptors and to some individual words and other keywords in titles or abstracts.
2. ERIC SUBJECT HEADINGS - use this if you want a narrower approach, as it provides access only to terms listed in the Thesaurus of ERIC Descriptors and identifiers, which are usually proper names (e.g. name of a test, particular program, person, etc.).
3. AUTHOR NAME - searches for publications by an author.
4. TITLE WORDS - limits search to terms in the title of publication.
5. JOURNAL NAME - use if you want articles from a particular journal.
6. YEAR OF PUBLICATION - use if you want to limit to particular year(s).
7. ADDITIONAL SEARCH OPTIONS - includes such options as limiting results to a particular type of publication (i.e. journal article, research report, test, etc.); or searching by any word(s) or phrase(s) in the title, abstract, etc. A very broad approach.

Step 3 Highlight (choose) a search option. Press [↵ ENTER].

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Bonnie Gratch

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Step 4a If you select search option #1 or #2

1. Begin to type term. Notice the alphabetical list of terms which automatically appears on the screen. Your desired term will be highlighted, if it exists in the list.

2. Press [↵ ENTER] to select each term/phrase you want. A pink * shows that the term/phrase has been selected. If you change your mind and want to de-select a term with an *, highlight the term, press [↵ ENTER].

3. Continue to type in and select all pertinent terms/phrases to represent your first concept.
   Example: teacher evaluation, teacher behavior, teacher effectiveness.

4. Press [F10] when finished selecting terms to represent first concept. Go to "Modify Search" below.

Step 4b If you select search option #4 or "Words and Phrases" from the "Additional Search Options" menu

1. Type one or more terms or phrases which are similar in meaning. Use the ? to search words with a common stem. Example: COMPUTE? will retrieve COMPUTER, COMPUTERS, COMPUTING, etc. Use more than one ? to specify the maximum number of additional characters you want to retrieve. Example: COMPUTE?? will retrieve COMPUTE, COMPUTER, COMPUTED, but not COMPUTERS.

   No punctuation between words indicates the words are adjacent. Place commas between alternate terms/phrases.

   Place periods between words that contain common "stop" words. (See list taped below screen.) Example: RIGHT.READ retrieves RIGHT TO READ. BACK..BASICS retrieves BACK TO THE BASICS.

2. Press [↵ ENTER] to search selected terms.

MODIFY SEARCH

Step 1 To include additional concepts and narrow your search, highlight "Modify the Current Search with Additional Criteria" from the "Select Main Activity" menu. Press [↵ ENTER].

Step 2 Then highlight "Limit with Additional Concepts or Terms" from the "Modify Existing Search Menu." Press [↵ ENTER].

Step 3 Highlight a search option, press [↵ ENTER] and begin typing in your terms for concept group #2.

Step 4 When finished selecting terms for the second concept, press [F10]. Notice the number of records has decreased, since you now have limited to only those references that deal with terms/phrases from both of your concept groups.

Example: 1 5,376 records with subject of "teacher evaluation," or "teacher behavior," or "teacher effectiveness"
2 122 records remaining limiting to those with subject of "peer evaluation," or "merit rating," or "peer acceptance"

Step 5 Repeat steps above under "Modify Search" to include your third concept group, if needed.

DISPLAY RECORDS ON SCREEN

Step 1 To DISPLAY your records on the screen, select the "Display, Print, or Transfer..." option from "Select Main Activity" menu. Press [↵ ENTER]. Displaying the records allows you to view them before printing.

Step 2 Choose what portions of the record to view from the "Specify Display Format" menu. ("Complete Record" means bibliographic reference and abstract.) Press [↵ ENTER].

Step 3 If you know the numbers of the desired records, press [F7] and enter the numbers. Press [↵ ENTER] between each screen display.

PRINT ALL RECORDS

Step 1 To PRINT your records, select the "Display, Print, or Transfer..." option from "Select Main Activity" menu. Press [↵ ENTER].

Step 2 Choose the desired format from the "Specify Display Format" menu. Press [↵ ENTER].

Step 3 You will notice the first record from the search results appears on the screen. Press [F8].

Step 4 Choose the "PRINT ALL SELECTED RECORDS" from the "Adjust Options..." menu. Press [↵ ENTER].

PRINT SELECTED RECORDS

Step 1 To PRINT the records you have selected after displaying them, follow steps 1-2 above under PRINT ALL RECORDS.

Step 2 You will notice the first record from the search results appears on the screen. Press [F7].

Step 3 Enter the numbers of the desired records. Press [↵ ENTER].

Step 4 The first of the desired records will appear on the screen. Press [F8].

Step 5 Choose the "Print All Selected Records" from the "Adjust Options..." menu. Press [↵ ENTER] to initiate printing.

OBTAIN TEXT

Step 1
--For JOURNAL articles (EJ#) - consult the Periodicals List to determine availability and location.
--FOR ERIC REPORTS (ED#) - go to the Periodicals/Microforms Desk to obtain microfiche. Paper copies may be made or a portable microfiche reader may be checked out.

For assistance, ask at the Reference Desk.